



Easton Police Department

RECORDS UNIT

CONTACT INFORMATION

(203) 638-0587 Records
(203) 268-4111 Department
(203) 268-6703 FAX
efox@eastonctpolice.com

RECORDS UNIT HOURS

Monday – Friday
8:00 a.m. – 4:00 p.m.

The Records Unit is responsible for the maintenance of all department records and reports, the proper dissemination of these records, processing of Freedom of Information Act requests and conducting Town of Easton, CT arrest history record checks. The release of information and report copies are limited by State of Connecticut General Statutes. For a complete list refer to [Connecticut General Statute 1-210](#).

Types of reports that will not be released are:

- Pending cases
- Medical records
- Signed statements of witnesses
- Information to be used in a prospective law enforcement action
- Investigatory techniques
- Arrest reports
- Arrest records of Juveniles
- Information on the victim of sexual assault
- Uncorroborated allegations

Most police reports are available within 3 – 4 days after the incident. However, please call ahead to ensure the report you are seeking is available. The fee for a certified report is \$1.00 for the first page, and \$.50 per page thereafter. Flash drive available to purchase for an additional charge of \$5.00 for incidents containing audio, video, or photos. Record requests can be picked-up after hours from the Communications Center if prior arrangements are made. Must have exact change or a check, made payable to the Easton Police Department. Credit cards not accepted.

➤ [Freedom of Information Request Form](#) (Police Department)

Motor Vehicle Accident reports are available online at **CRASHDOCS.ORG** for a flat fee of \$5.00 or at the department for the cost of \$.50 per page (two sided documents are two pages.)

Notary Public Service (9:00 a.m. – 2:00 p.m.) Service fee for non-residents is \$5.00 per document. There is no fee for Easton residents.



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- Two forms of ID containing the individual's signature, and at least one of the forms contains a photograph.
- The document shall **NOT** be signed by the signer prior to having it witnessed (if applicable) and notarized.
- This office does **NOT** notarize; Wills, Living Wills, or Notarial Acts for Minors.

Arrest History is a Town of Easton, CT record check only. Request form must have signature of subject of the record check. There is a \$5.00 fee for this service. For a State of Connecticut Criminal Background Check or Letter of Good Conduct, your request must be made through the Connecticut State Police Bureau of Identification at www.ct.gov/despp Forms – Reports and Records.

- [Arrest History Request Form](#)